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| **Pradeep Komer** |

**Mobile Number** :  **7509086730, 8839977826**

**E-mail ID** :  [pradeepkomer@gmail.com](mailto:pradeepkomer@gmail.com)

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| **Career Objective** |

Seeking an opportunity to use my strong organizational skills, Experienced Administrator with excellent management and organization knowledge Interested in the position of Administrator, bringing knowledge in database management and office management to handle tactical day-to- day administrative matters Excellent time management skills with ability to multi-task while working within deadlines and time constraints.

**EMPLOYMENT RECITAL**

* **7 Jan 2019-to Till date SPM (NGO) Under Work DDU JKY**

**Designation QUALITY Administrator**

**ROLES AND RESPONCEBILITIES:**

* Conducting the Q team inspection when the batch starts
* Submitting the Q team inspection report to PIA Operations Head, SRLM
* Develop and maintain a filing system
* Management of office equipment and Generate reports
* Organize and schedule meetings and appointments
* Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies

**R S INFRA PROJECTS (P) LTD.**

**Sikandrabad Ind. Area Bulandshahar (U.P.)**

* **Designation QC ENGINEER**

**Company Profile**

R.S. INFRAPROJECTS PVT. LTD, an ISO:9001 -2008, ISO 14001: 2004 & OHSAS 18001 : 2007 Certified Company, is engaged in Design, Fabrication, Galvanizing and Installation of Telecommunication Towers, High Voltage Transmission Line Towers, FM Radio Towers, TV Towers and Structures for EHV substations.

**Customers:-**PGCIL, NTPC, BHEL, RVPNL, HVPNL, BSPTCL, Reliance Communication, PME, Airtel etc.

**ROLES AND RESPONCEBILITIES:**

* Assist in the preparation of regularly scheduled reports
* Manage training, Document Management System, and Quality Management system.
* Coordinate quality assurance operations to ensure effective manufacturing quality and inspection procedures are executed.
* Manage agendas, travel plans and appointments for upper management
* Execute corrective actions for improving 5-S in shop floor.
* Supervise members of the administrative staff, equally dividing responsibilities to improve performance
* Preparing the indents for Raw materials and sending Indents to Purchase department after checking the stock in Stores and FIP.
* Perform training activities to supervisors related to 5S, 7QC tool.
* Prepare daily MIS report for analysis and optimize manufacturing process.
* Maintain daily Quality, Rework & Rejection report.
* Execute and perform quality activities as per MQP and manufacturing processes.
* Inspection of Raw material testing as per IS-1608 & IS-2062.
* Checking various dimensions as per IS-1161 and orientation of the product as per drawing.

**Production & Manufacturing**

**Alstom India Ltd, Noida, Sec-63 (U.P.) 12/2014 to 03/2015**

**ROLES AND RESPONCEBILITIES:**

* Support production, manufacturing and Quality assignment for Panels in NTPC MOUDA, SOLAPUR & KOYANA Project.
* Created assembly drawings using AutoCAD 2007 software.
* Coordinates manufacturing, construction, installation and maintenance projects for engineering team to complete per customer requirements.
* Coordinates with vendors and sales representative for aid in project completion.

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| **Educational Qualifications** | | | |
| **Passing year** | **Institute/University** | **Degree/Examination** | **Percentage** |
| 2014 | RGPV BHOPAL | B.E. (MECHANICAL) | 65.00% |
| Pursuing | RGPV BHOPAL | M .Tech (Production Engineering) | - |

* Passed out 12th standard in 2010 from MP Board.
* Passed out 10th standard in 2008 from CBSE Board.

**Certificate Course Complete In INDO-GERMAN TOOL ROOM, INDORE**

**1. AUTOCADD**

**2. PRO E**

**3. SOLID WORK**

**Professional Skills:-**

* Problem Solving
* Supply Management
* **M.S Office** (Word, Excel & Power Point.
* Multitask
* Quality management
* Quality Assurance & Control.

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| **Key Skills & Achievements** |

* Quality Assurance & Control.
* Flexible and Confidant approach towards effective outcome.
* Design thinking
* Autodesk AutoCAD software
* Pro E & Solid Work​

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| **Hobby & Interest** |

* Listening Music
* Internet Surfing
* Playing football

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| **Personal Profile** |

**Father : Mr. Kaptan Singh**

**Permanent Address :** F-19 Jag jeevan nagar, Gwalior, M.P.

**D.O.B. : 20 Feb 1992**

**Nationality : Indian**

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| **Declaration** |

I am confident of my ability to work in a team and assure to give my best. I hereby declare that the information furnished above is true to the best of my knowledge.

**Date:**

**Place: Gwalior Pradeep Komer**